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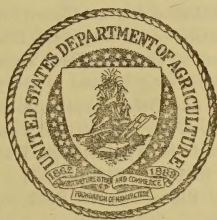
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UNITED STATES DEPARTMENT OF AGRICULTURE  
AGRICULTURAL ADJUSTMENT ADMINISTRATION

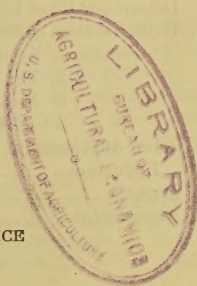
POTATO SECTION

INSTRUCTIONS PERTAINING TO  
POTATO SALES ALLOTMENTS  
FOR 1936

ISSUED DECEMBER 1935



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# INSTRUCTIONS PERTAINING TO POTATO SALES ALLOTMENTS FOR 1936

## PART I. GENERAL

The making of potato sales allotments is to be carried out under the general supervision of the Potato Section, Agricultural Adjustment Administration, Washington, D. C.

One person will be designated to supervise the potato program in each State by the State Director of Extension and the Potato Section. Such person will be referred to hereinafter as the "State potato agent."

Two or more State potato committeemen will be appointed by the State potato agent or the Director of Extension in each State with the approval of the Potato Section. State potato committeemen in each State must be persons engaged in the growing of potatoes or in the potato industry in that State. The State committeemen will work at the request and under the direction of the State potato agent. Generally, the number of committeemen at any particular meeting should be limited to not more than three. At least one of the committeemen present at each meeting shall have as his principal business the growing of potatoes. The State potato agent and other persons requested to do so by the State agent may serve in an advisory capacity in connection with the work of the State committee.

The county extension agent in each county in which potatoes are grown for sale will select three or more county committeemen with the approval of the State office. Not more than three county committeemen may be employed at any time except in counties having a large number of farms growing potatoes for sale and in which the State potato agent approves the use of more than three committeemen. In counties having only a few farms growing potatoes for sale, the State potato agent may request the county agent to act without county committeemen. In counties having a small number of farms eligible for potato sales allotments, not more than one county committeeman should work on applications at any time except for purposes of reviewing applications, or considering cases in which a decision should be made by the committee.

Information material, forms, and instructions will be distributed by the Potato Section to State offices, by State offices to county agents and county committeemen, and by the county offices to growers. The material listed below has been prepared by the Potato Section for use by county offices in connection with the making of allotments:

Potato Leaflet No. 1, "The Potato Situation and an Analysis of the Potato Act of 1935."

Form Potato 1, "Application for Potato Sales Allotment."

Supplement 1 to Form Potato 1, "Application for Potato Sales Allotment."

Supplement 2 to Form Potato 1, "Application for Potato Sales Allotment."

Potato 2, "Instructions Pertaining to Potato Sales Allotments for 1936."

Form Potato 3, "Community Summary of Applications for 1936 Potato Sales Allotments."

Form Potato 11. "Notice to Applicant of 1936 Sales Allotment."



## PART II. DEFINITIONS

When used in instructions and forms relating to the making of potato sales allotments, unless the context otherwise requires, the term:

"Secretary" means the Secretary of Agriculture of the United States.

"Potato Section" means the Potato Section, Agricultural Adjustment Administration, Washington, D. C.

"State Office" means the State potato agent and the State potato committee of each State.

"County Office" means the county agent and the county potato committee.

"Community" means any political subdivision, such as a town, township, district, or parish, and any other area within a county, which the county office may use as the basis for grouping applications for potato sales allotments.

"Farm" means all the land operated during the allotment year as a single operating unit with work stock, farm machinery, and labor substantially separate from that of any other tract of land. A farm may include several tracts or parcels of land. Both land owned and operated and land rented and operated may be considered as a part of one farm.

"Owner-operator" includes any person farming his own land but does not include the owner of land farmed by a "renter."

"Renter" includes any tenant farming land rented by him. (Irrespective of whether rent is paid in cash, in a fixed quantity of some commodity or crop, or by a share of the crop or the proceeds thereof.)

"Crop-share landlord" includes any person who as landlord rents land to a renter for a share of the potatoes grown on the land so rented, or for a share of the proceeds of such potatoes.

"Share-cropper" includes any person employed by an owner-operator or renter in the production of potatoes for sale and who, under the employment arrangement, receives a part of the crop cultivated by him or a part of the proceeds thereof in return for his labor.

"Producer" means any person who has the right to sell or to receive a share of the proceeds derived from the sale of potatoes cultivated by him or on land owned or leased by him.

"1932", "1933", "1934", "1935", and "1936" mean, respectively, the period beginning on December 1 of the year preceding the calendar year referred to and ending with November 30 of the said calendar year.

"Farm history" refers to potato acreage and production in the years 1932-1935, inclusive, on land in the farm in 1936 and sales of potatoes therefrom, whether such sales from the crop for any year are made during or after the period December 1 to November 30.

"Personal history" refers to the sales of potatoes from crops produced in 1934 or 1935 by any person as crop-share landlord, owner-operator, renter or share-cropper in such years, who in 1936 is producing potatoes for sale on a farm in the same producing area, and in any of such capacities.

## PART III. FILING OF APPLICATIONS

**SECTION 1. Persons Eligible to File Applications.**—The owner-operator or renter in immediate control of a farm shall file one application for a sales allotment for the entire farm; except that, if an owner-operator fails or refuses to file such application, any share-cropper producing potatoes for sale on the farm may file one application for an allotment for the farm, such application to be filed jointly by such share-cropper with any other share-croppers who are producing potatoes for sale on the farm in 1936 and who desire an allotment; and if any renter fails or refuses to file such application, his crop-share landlord, if such landlord shares in the potatoes produced for sale on the farm during the allotment year or in the proceeds of such potatoes, may file such application.

**SEC. 2. Time and Place of Filing Applications.**—Applications for sales allotments are to be filed in triplicate at the county office on Form Potato 1, Application for Potato Sales Allotment, and Supplements 1 and 2 thereto whenever such supplements are applicable. Each county office through meetings, notices, and other convenient methods, should inform growers as to when forms are available for filing applications.

**SEC. 3. Instructions for Filling Out Application Forms.**—Three copies of the application form (and supplements where applicable) should be filled out. Entries therein should be made in accordance with these instructions. Sales figures should be supported whenever possible by definite evidence, such as sales receipts, digging labor records, or similar evidence.

**A. Enter the Following Under Paragraph A of the Application:**

1. Name and address of the applicant.
2. The total acres in the farm, i. e., all cultivated and uncultivated land in the farm in 1936.
3. The cultivated acres in the farm, i. e., all land in the farm which is plowed and planted to crops in the ordinary farm crop rotation but not pasture or other land which is not plowed and planted to crops.
4. The acres which the applicant is currently equipped to devote to the production of potatoes, i. e., the number of acres in the farm which the applicant considers to be available for the production of potatoes and such acreage of potatoes as he can readily and would ordinarily produce, taking into account the labor and the equipment available for production of potatoes on the farm in 1936, together with other factors such as use of land for other crops and funds and supplies available for potato production.
5. Any notation necessary to show cases where the application is filed by the share-cropper(s) or by the crop-share landlord.

**B. Enter the Following Under Paragraph B of the Application:**

1. The acres planted and the acres harvested on the land in the farm in 1936, i. e., the number of acres of potatoes planted which were or would have been harvested and the number of acres of potatoes harvested during the period beginning December 1 of the year prior to and ending November 30 of each of the calendar years 1932, 1933, 1934, and 1935.



2. The bushels **total production**, the bushels **saved for food and seed**, the bushels **fed to livestock, wasted, or spoiled** and the **bushels sold** from the crop harvested during each yearly period 1932, 1933, 1934, and 1935. Enter sales whether potatoes were sold during or after yearly period, and for 1935 include potatoes **sold and to be sold**.

3. A **check mark** for each of the years in which the applicant was the owner-operator or renter of the farm.

4. Information indicated on Supplement 1 to Form Potato 1 (Paragraph B—Continued) if the applicant was not the owner-operator or renter of the farm in both of the years 1934 and 1935, and the application shows farm history in either of such years.

**C. Make No Entries Under Paragraph C of the Application** if farm history is shown for one or more of the years 1932, 1933, and 1934 and the applicant was the owner-operator or renter of the farm in any of the years 1932, 1933, 1934, or 1935. Otherwise enter the following under Paragraph C:

1. The **name** of each person producing potatoes on the farm in 1936 as crop-share landlord, owner-operator, renter, or share-cropper.

2. The **potato experience** in the years 1932–1935 of the crop-share landlord, the owner-operator or renter, and any share-croppers on the farm in 1936 who did not grow and sell potatoes in 1934 or 1935 as crop-share landlord, owner-operator, renter or share-cropper. The following examples illustrate the entries to be made:

a. "Son of potato grower beginning independent farming in 1936.

b. "Worked as hired labor on potato farms in one or more of the years 1932, 1933, 1934, or 1935.

c. "Potato grower as crop-share landlord, owner-operator, renter or share-cropper in 1932 or 1933.

d. "No potato experience in any of the years 1932–1935 inclusive."

3. For each person producing potatoes on the farm in 1936 as crop-share landlord, owner-operator, renter, or share-cropper, the **personal potato sales history** in each of the years 1934 and 1935 on land on which such person has no interest in potato production in 1936. Potato sales from any crop produced in 1934 or 1935 are to be divided between the persons interested therein as crop-share landlord, owner-operator, renter, or share-cropper so that each of such persons shall record and use as his personal history only his share of such sales.

Any person other than a crop-share landlord, an owner-operator, or a renter of a farm who received a share or definite quantity of potatoes in return for furnishing seed, supplies, or other assistance would have no personal sales history based upon such sales.

4. Information indicated on Supplement 1 to Form Potato 1 (Paragraph C—Continued).

**D. Enter under Paragraph D of the Application** the number of bushels of potatoes desired by the applicant as a sales allotment for the farm for 1936, if such number of bushels of potatoes is less than the potato sales history for any year under either the farm history or the personal history.

[NOTE—If an applicant desires a sales allotment for a farm for 1936 (see Paragraph D of Form Potato 1) which is smaller than the sales history for the farm, and such desired allotment is smaller than the sales allotment to which such farm is finally determined to be entitled in 1936, after the sales allotment is calculated by the usual methods, such smaller allotment shall be made to the farm for 1936, and for 1937 and succeeding years the farm shall be entitled to the full allotment calculated upon the basis of its history by the methods adopted for the year 1937, and for succeeding years. Also, for 1936 the difference between the desired allotment requested by any applicant and the sales allotment calculated by the usual methods is to be apportioned to other farms in the same county.]

**E. Paragraph E of the Application** is for use only by the County and State offices.

**F. Paragraph F of the Application** is for use only by the County and State offices.

**G. Enter under Paragraph G of the Application** such notations as are necessary to indicate the records offered as proof of the represented sales shown under farm or personal history.

**H. Enter under Paragraph H of the Application** the description of land in the farm in 1936. Use Supplement 2 to Form Potato 1 to describe the land if there are more than two tracts or parcels.

**I. Enter under Paragraph I of the Application**, for any farm in which the applicant has an interest other than the farm covered by the particular application, the name of the person filing an application for potato sales allotments for such farm and the name of the county in which such application is filed.

**J. Under Paragraph J of the Application**, the applicant should sign the application and the signature should be witnessed. A partner, a representative of a corporation, an administrator, trustee, executor, or an agent may sign an application as such person usually signs papers relating to the operation of the farm, without attachment of leases or other legal papers. Also, any applicant who refuses to sign an application because of religious or moral scruples may file and have such application considered without signing it.

**K. Paragraph K of the Application** is for use only by the county office.

## **PART IV. DETERMINATION OF PRELIMINARY SALES BASES**

**SECTION 1. Basis for Allotment.** The allotment for any farm having **farm history** in any of the years 1932, 1933, or 1934, is to be based on its farm history for the years 1932–1935 inclusive, provided that: In those cases in which the owner-operator or renter of the farm in 1936 was not the owner-operator or renter of the farm in any of the years 1932, 1933, 1934 or 1935, the 1934 and 1935 personal history of the persons who share in the 1936 potato crop as crop-share landlord, owner-operator, renter, or share-cropper, shall also be considered in the determination of an allotment for the farm.

The allotment for any farm having **no farm history** in any of the years 1932, 1933, or 1934, is to be based on any farm history in 1935, and the personal history or experience of the persons producing potatoes on the farm in 1936 as crop-share landlord, owner-operator, renter, or share-cropper, the acreage of the farms available for production of potatoes in 1936 and which the operators are cur-



rently equipped to devote to the production of potatoes, the soil and other physical factors of the farms affecting the production of potatoes thereon and the extent to which the operators of the farm intend to produce potatoes for sale in 1936.

**SEC. 2. Corrections and Adjustments of Applications.**—The potato history offered as the basis for allotment to any farm shall be subject to correction and adjustment so as to be accurate and in conformity to official instructions. County committeemen will be responsible for determination of the accuracy of information submitted in applications by growers and the correction and adjustment of such information. Committeemen shall determine that each person who files an application is eligible to do so under instructions pertaining to potato sales allotments.

If committeemen determine that data submitted by any applicant are incorrect, corrections should be made by drawing a line through the incorrect data and entering the correct data. Applicants should be advised of such corrections unless the committeemen consider it unnecessary to do so. (It is suggested that the third copy of Form Potato 1 be filled out and used for making corrections and adjustments and that the first and second copies be left blank until corrections and adjustments are completed.)

**A. Rotation of Plantings Between Farms.**—If the potato crop on two or more farms controlled by one person has in the past been rotated between such farms, the farms, for the purpose of determining their sales allotments in 1936, shall be considered as one farm. The total of the allotments made to the two or more farms shall not exceed the allotment which would have been made to such farms if in 1936 they were operated as a single farm.

**B. Division of Farm Following 1935 Crop.**—If land operated as one farm in 1935 has been divided—by sale, by renting to different persons, by division of an estate or otherwise—into two or more farms for 1936, the farm history for each farm subdivision shall be a proportion of the history for all such land, equal to the proportion which the cultivated acreage suitable for production of potatoes on each farm subdivision is of the total cultivated acreage suitable for production of potatoes on all such land.

**C. Limitations on Movement and Use of Personal History.**—The personal history of a producer may be used only in the establishment of an allotment for a farm located within the same generally recognized producing area as the farm on which the producer established such personal history.

The personal history of a producer who moved from a farm having a farm history to a farm not having a farm history of comparable size, solely for the purpose of attempting to establish an allotment for such farm upon the basis of his personal history, shall not be considered as the basis for the allotment to the farm operated by such producer in 1936.

**D. Farms used for Potato Production in Intermittent Years Under Rotation Practices Common to an Area.**—Any farm on which potatoes are not planted regularly year after year, but which customarily is used or rented out for potato production for one or more years and then used for other purposes, shall not be eligible for a potato sales allotment in 1936 based on potato history established for



the farm in 1932, 1933, 1934, or 1935, if it is determined that potatoes would not ordinarily be planted thereon in 1936. Ineligibility of a farm for a sales allotment under this paragraph in 1936 shall not make such farm ineligible to use the potato history thereon as the basis for an allotment in 1937 or succeeding years, if potatoes would customarily be planted thereon in such years.

**E. Displacement of Potato Growers by Landowner.**—If the person controlling a farm makes any change in the leasing or cropping arrangement thereof in 1936 from the leasing or cropping arrangement in 1935, for the purpose of attempting to obtain for his own personal gain a sales allotment for such farm, such farm history shall not be used as the basis for allotment.

**SEC. 3. Calculation of Preliminary Sales Base.**—After a correction and adjustment of the farm and personal history in applications, a preliminary sales base to each farm shall be calculated by committeemen in accordance with this section. For the purpose of such calculations, those applications relating to farms on which potatoes were grown in any one or more of the years 1932, 1933, or 1934 shall be placed in a first group, and those applications relating to farms on which potatoes were not grown in any of the years 1932, 1933, or 1934 shall be placed in a second group. For applications in the first group the preliminary sales bases shall be calculated in accordance with the methods prescribed in subsection 3A below, and for applications in the second group the preliminary sales bases shall be calculated in accordance with the methods prescribed in subsection 3B below.

**A. Applications Having Farm History.**—For each farm on which potatoes were grown in any of the years 1932, 1933, or 1934, the largest possible preliminary sales base shall be calculated by applying Options (1), (2), (3), (4), (5), (6), (7), and (8) below to the corrected and adjusted farm history, and in cases where personal history is properly included in the application by also applying such options to such personal history. The options to be so applied are as follows:

- (1) The annual average of sales in the years 1933, 1934, and 1935.
- (2) The annual average of sales in the years 1932, 1933, and 1934.
- (3) Ninety percent of the annual average of sales in the years 1934 and 1935.

- (4) Ninety percent of the sales in the year 1935.
- (5) Eighty percent of the sales in the year 1934.
- (6) Seventy percent of the sales in the year 1933.
- (7) Sixty percent of the sales in the year 1932.

(8) In the case of an applicant who planted potatoes for sale but whose crops were destroyed or reduced to such an extent by unfavorable weather conditions, disease, or other similar factors beyond his control, that the acreage harvested was less than 20 percent of the acreage planted in all of the years 1932, 1933, 1934, and 1935, the committee may calculate a preliminary sales base for the farm by multiplication of the acreage planted to potatoes for sale in each such year by a yield per acre of saleable potatoes which the committee considers to be normal for the farm, and application of the options (1), (2), (3), (4), (5), (6), and (7) above to the resulting figures.

If, because of unfavorable conditions in an area in 1935 and in any one or more of the years 1932, 1933, or 1934, sales bases calcu-

lated by the application of the options stated above would be unduly small in comparison with the sales from the area in the most recent years in which normal crop conditions prevailed in the area, the State office may, with the approval of the Potato Section, change any one or more of the Options (5), (6), or (7), as follows:

Option (5), to 90 percent of the sales in the year 1934.

Option (6), to 90 percent of the sales in the year 1933.

Option (7), to 90 percent of the sales in the year 1932.

Any such change shall apply uniformly within such area in the State, except that the original option (5), (6), or (7) shall be used for any individual application which shows potato history for only one of the years 1932, 1933, or 1934.

**Adjustment in Preliminary Sales Bases.**—The preliminary sales bases calculated as prescribed above shall be subject to the following adjustments. (See paragraph F of Form Potato 1):

First, if the preliminary sales base for a farm, calculated from personal history, is larger than the preliminary sales bases calculated upon farm history for similar farms in the community, such preliminary sales base shall be adjusted by the county committee so as to make it comparable to the preliminary sales bases calculated upon the basis of the farm history of such similar farms in the community.

Second, if the preliminary sales base for a farm, calculated by the methods prescribed above, is unduly large for the farm, as compared to preliminary sales bases for other farms in the community because of excessive plantings of potatoes in any year, such preliminary sales base shall be adjusted by the county committee so as to make it comparable to the preliminary sales bases calculated upon the basis of the farm history of such similar farms in the community.

**B. Applications Having no Farm History in 1932, 1933, or 1934.**—For farms on which potatoes were not grown in 1932, 1933, or 1934, the largest possible preliminary sales base shall be calculated by application of the options (1), (2), (3), (4), (5), (6), or (7) stated under subsection 3A above, to any farm history for 1935 and also to any personal sales history shown on the application.

If the use of these options results in a preliminary sales base which is larger or smaller for a farm as compared with preliminary sales bases of similar farms in the community based on farm history, committeemen shall adjust the preliminary sales base for the farm (See paragraph F of Form Potato 1), so that it is equitable for the farm as compared with preliminary sales bases of similar farms in the community based on farm history.

**SEC. 4. Standards to be Used in Adjusting Preliminary Sales Bases.**—In all cases where a farm is to be compared with similar farms in the community for purposes of adjustment of the preliminary sales base, the comparison shall be between that farm and farms which are similar with respect to the acreage available for the production of potatoes and which the operators are currently equipped to devote to the production of potatoes, the crop rotation practices, and the soil and other physical factors tending to govern the production of potatoes.



## PART V. SUBMISSION OF SUMMARY REPORTS TO STATE OFFICES

**SECTION 1. Preparation of Community Summaries.**—When preliminary sales bases have been calculated and entered on the application forms, data from the completed applications will be tabulated on Form Potato 3, "Community Summary of Applications for 1936 Potato Sales Allotments." Applications should be tabulated by communities and should be divided into the three groups listed below:

(1) Applications having a farm history in 1932, 1933, or 1934, and for which sales bases are calculated on the basis of the farm history.

(2) Applications having a farm history in 1932, 1933, or 1934, and for which the sales bases are calculated on the basis of the personal history on other farms.

(3) Applications having no farm history in 1932, 1933, or 1934. (List applications in this group so that those showing no potato history or experience are grouped together.)

The three groups of applications should be tabulated on separate summary sheets (unless there are only a few applications which can be more easily tabulated on the same sheet with spaces between each group). For all applications in groups (1) and (2) both the farm and personal history shall be tabulated. For all applications in group (3) any personal history shall be tabulated, and if there is any farm history for 1935, the farm history for that year shall be tabulated. The option number, the sales figure to which the option applied, and the preliminary sales base shall be tabulated for all applications. When all of the applications have been tabulated on summary sheets, committeemen may ask growers or other qualified persons from the different communities in the county to examine the summary sheets and the applications and advise the committee as to the corrections which should be made in the data on the applications from their respective communities. The committeemen shall make any corrections and adjustments which, under these instructions, are justified by the information supplied by growers and other persons.

**SEC. 2. Approval of Applications by County Office.**—When the county committee is satisfied as to the accuracy of an application, one member of the committee will sign the application for the committee.

In addition the county office should check each application to see that it is properly prepared, that the data thereon are correct and that the preliminary sales base has been correctly calculated. The signature of the person checking the application will indicate his approval for the county office.

**SEC. 3. Report of Sales History for Farms Not Filing Applications.**—The farm history in each of the years 1932, 1933, 1934, and 1935 of farms for which applications have not been filed should be estimated by the committeemen immediately before applications and summary forms are forwarded to the State office. On a separate summary sheet (Form Potato 3) marked "Eligible Farms Unreported" the committee should list the number of such farms and their total estimated farm history in each of the years 1932, 1933, 1934, and 1935.

**SEC. 4. Forwarding Applications and Summary Reports to the State Office.**—The checking and approving of the applications and preparation of the summary forms should be completed by the county office immediately after the date announced by the State office as the closing date for receiving applications. The first copy of each application (Form Potato 1 and any supplements) and three copies of Form Potato 3 should be forwarded to the State office. The county office should retain the second and third copies of Form Potato 1 and one copy of Form Potato 3 for its files.

## **PART VI. PREPARATION OF COUNTY FIGURES AT STATE OFFICE**

**SECTION 1. Checking Applications and Summaries.**—Upon receipt of applications and summary reports from counties, the State office will check the applications, the calculation of preliminary sales bases, and the summary reports. The State office shall refuse to accept any figures or other data on individual applications which it believes to be incorrect, unless proof acceptable to the State office is submitted to substantiate the accuracy of such data. The State office will advise the county office of corrections which are made or necessary to be made in the applications and the summary reports. Applications and summary reports should be returned by the State office to the county office for corrections only when corrections cannot be made by the State office.

**SEC. 2. Reports by State Office to Potato Section.**—A copy of the corrected summary reports (Form Potato 3), together with such tabulations as the State office may be requested to make, shall be forwarded to the Potato Section, Agricultural Adjustment Administration, Washington, D. C., immediately after completion of such reports at the State office.

**SEC. 3. Calculation of Annual County Sales Figures.**—Annual sales of potatoes from farms in each county will be calculated upon the basis of census data, crop estimate data, data on shipments, and other available information. Each State office will assist in the calculation of annual county sales figures. Instructions as to the statistical method to be used will be supplied to State offices by the Potato Section. The county annual sales figures for each State shall be checked and approved by the Potato Section.

**SEC. 4. Calculation of County Sales Bases.**—The quantity of potatoes to which the total of sales allotments in each county must conform (referred to hereafter as the "County Sales Base") will be calculated by the State office in the manner prescribed below.

**A. Application of Option to Sales Figures.**—The largest possible quantity will be determined by application of the following options to the county annual sales figures:

- (1) The annual average of sales in the years 1933, 1934, and 1935.
- (2) The annual average of sales in the years 1932, 1933, and 1934.
- (3) Ninety percent of the annual average of sales in the years 1934 and 1935.
- (4) Ninety percent of the sales in the year 1935.
- (5) Eighty percent of the sales in the year 1934.



(6) Seventy percent of the sales in the year 1933.

(7) Sixty percent of the sales in the year 1932.

**B. Individual County Adjustment.**—The quantity determined for any county under subsection 4A above shall be adjusted by the State office, subject to approval by the Potato Section, if crop conditions in the county in the years 1932, 1933, 1934, and 1935 were such as to result in unusually large or small sales of potatoes from such county as compared to normal sales therefrom or if marketing conditions with respect to potatoes sold therefrom indicate that such adjustment would result in more orderly marketing of potatoes from the county, and if such adjustment is necessary to establish an equitable sales allotment for the county as compared with sales allotments for other counties in the State. A determination for this purpose shall be made by the State office and the Potato Section by comparison of crop conditions in the years 1932, 1933, 1934, and 1935 in the various counties in the State, and the quantities determined for the various counties in relation to past and intended sales therefrom and in relation to probable marketing conditions with respect to potatoes sold therefrom.

**C. Uniform County Adjustment.**—The quantity determined for each county under subsection 4A and subsection 4B above shall be adjusted uniformly so that the total of such quantities for all counties in the State shall be equal to the potato sales apportionment (referred to hereinafter as the "State apportionment") made to the State by the Secretary of Agriculture pursuant to section 204 of the Potato Act of 1935.

**D. County Sales Base.**—The quantity determined for each county under subsections 4 A, B, and C above shall be multiplied by the percentage which the annual average of the farm sales history for the years 1932–1935, inclusive, for the applications filed in such county is of the annual average of the sales history for the years 1932–1935, inclusive, for all farms in such county as estimated from available information by the State office and the Potato Section; and the resulting figure shall be the county sales base for the 1936 allotment year for the applications included in the summary of applications used at the time of calculating the said county sales bases.

**SEC. 5. Division of County Sales Base Between Applications Having Potato History in 1932, 1933, or 1934 and Other Applications.**—The State office, with the approval of the Potato Section, shall prescribe the proportion of the county sales base for each county which shall be allotted, first, to applications having potato history in 1932, 1933, or 1934 and second, to applications having no farm history in such years; provided that not less than 95 percent of the total of the county sales bases of all counties in the State shall be prescribed for allotment to applications having farm history in 1932, 1933, or 1934, and that the part of the county sales base prescribed for any county for allotment to applications having no farm history in 1932, 1933, or 1934 shall not be greater than the preliminary sales bases for all such applications.

**SEC. 6. Division of the Part of the County Sales Base Prescribed for Applications Having No Farm History in 1932, 1933, or 1934.**—If the total of preliminary sales bases in any county for

individual applications having no farm history in 1932, 1933, or 1934 is in excess of the total quantity of potatoes prescribed for allotment for such applications in such county, the part of the county sales base prescribed for allotment to such applications in such county shall be divided as follows:

The preliminary sales bases of all such individual applications having no personal potato sales history in 1934 or 1935 and no potato experience (see Paragraph C, Form Potato 1) shall be added in a first group; and the preliminary sales bases of all such individual applications having personal potato sales history in 1934 or 1935 or potato experience shall be added in a second group.

One-half of the percentage which the total of the preliminary sales bases for the first group above is of the total of such preliminary sales bases for both the first and second groups shall be subtracted from the percentage for the first group and added to the percentage for the second group.

The total quantity prescribed for allotment to applications in the county having no farm history in 1932, 1933, or 1934 shall be multiplied by the percentage determined for each group above to establish the prescribed quantity to which the total of the preliminary sales bases for the applications in each such group must be adjusted.

**Sec. 7. County Figures to be Sent to Counties by State Office.**—When completed, annual sales figures and county sale base figures, together with the first copy of Form Potato 1 and one copy of Form Potato 3 will be returned to the county office by the State office.

## **PART VII. DETERMINATION OF FINAL SALES BASES BY COUNTY OFFICE**

The annual sales reported by growers (as previously corrected and adjusted by the county committee) shall be further corrected and adjusted by county committeemen so that the total of such annual sales for each year does not exceed the annual sales figure for each year approved for the county under Section 3 of Part VI. Adjusted figures will be entered on Form Potato 1 and Form Potato 3 by making a mark through the old figures and entering the adjusted figures. After these adjustments are completed the sales bases will be recalculated and such sales bases will be the "final sales bases" for farms in the county. The first copy of Form Potato 1 and the copy of Form Potato 3 (previously returned from the State office) showing the adjustments and the final sales bases will be forwarded to the State office.

## **PART VIII. DETERMINATION OF SALES ALLOTMENTS TO FARMS AT STATE OFFICE**

**SECTION 1. Adjustment of Final Sales Bases.**—The State office will check the applications and summary reports (adjusted as provided in Part VII) to determine whether proper adjustments have been made. If proper adjustments have been made and the total of the final sales bases to individual growers is above or below the county sales base, the State office shall determine the total of the final sales bases for all applications falling within the following



groups for which sales base figures were prescribed under Sections 5 and 6 of Part VI:

- (1) Applications having farm history in 1932, 1933, or 1934;
- (2) Applications having no farm history in 1932, 1933, or 1934, but having personal sales history in 1934 or 1935, farm history in 1935 only, or potato experience in one or more of the years 1932, 1933, 1934, or 1935;
- (3) Applications having no farm history, no personal sales history, and no potato experience in any of the years 1932, 1933, 1934, or 1935.

The difference between the part of the county sales base prescribed under Sections 5 and 6 of Part VI for each of the above groups of applications and the total of the final sales bases of all applications in each of such groups shall be determined. For each group of applications the percentage which the said difference is of the total of the final sales bases for all applications which have final sales bases exceeding fifty bushels shall be determined and for each application for which the final sales base exceeds fifty bushels the said sales base shall be adjusted by such percentage. Such percentage adjustment **shall not be applied** to applications for which the final sales base is fifty bushels or less.

**SEC. 2. The Sales Allotments to Farms.**—The sales allotment to each farm shall be the figure resulting after all adjustments are completed under Section 1 of Part VIII hereof; except that for any farm for which the desired sales allotment is less than the said resulting figure the desired sales allotment shall be the sales allotment to the farm; and provided that the quantity by which the desired sales allotments for any applications is less than the sales allotments calculated for such applications shall be added to the sales allotments of all applications in the county by prorating the said quantity to each of such applications upon the basis of the said sales allotments of such applications.

**SEC. 3. Notice to Individual Growers of Approved Sales Allotments.**—When the calculation of sales allotments to farms in any county has been completed at the State office, the State office shall prepare a notice in triplicate on Form Potato 11 of such allotment for each application and such notice shall be forwarded to the applicant through the county office. One copy of the summary form showing the final approved allotment will be sent with the individual notices for use by the county office, one copy will be sent to the Potato Section, and one copy will be retained by the State office. The county office will send to the applicant one copy of Form Potato 1 as finally corrected and adjusted (and showing the serial number assigned to the application) together with a copy of Form Potato 11.

## **PART IX. SALES ALLOTMENT TO ANY FARM FOR ALLOTMENT YEAR SUBJECT TO REDUCTION**

If an applicant does not plant potatoes or reduces plantings on the farm materially below the plantings which would normally be made to produce a quantity of potatoes for sale equal to the sales allotment for the farm for the 1936 allotment year, the sales allotment to the farm shall be reduced to a quantity equal to the quantity of potatoes which it is estimated will be produced and sold from the

acreage planted to potatoes which would ordinarily be harvested during the period December 1, 1935, to November 30, 1936.

## PART X. APPEALS

Any applicant who has reason to believe that the potato sales allotment has been improperly established for a farm on which he will produce potatoes in the allotment year 1936, may file an appeal for an adjustment of such allotment with the county committee for the county in which such farm is located. The appeal shall be in the form of a written and signed statement setting forth the facts which cause the applicant to believe the allotment has been improperly established. The county committee shall consider the facts submitted by the applicant and any other facts which may be available in the case and shall either advise the applicant that the potato sales allotment for the farm has been properly established and that no adjustment should be made therein, or recommend to the State office such changes as will, in the judgment of the county committee, result in the proper establishment of a potato sales allotment for the farm. If the county committee determines that in its opinion the sales allotment for a farm has been properly established but the applicant requests that his case be considered by the State office, then the county office shall submit such case to the State office.

The State office shall consider all cases which are submitted to it by the county office and shall advise the applicant by notice sent through the county office either that the sales allotment has been properly established and that no adjustment can be made therein, or that the sales allotment has been adjusted so as to result in the proper establishment of a sales allotment for the farm.

If both the State office and the county office decide that the sales allotment for the farm has been properly established and that no adjustment should be made therein, the applicant may request that the case be submitted to the Potato Section and in such event the State office shall submit the case to the Potato Section.

All adjustments under this Part X shall be made within the limit of such part of the State apportionment as has not been previously allotted to farms in the State.

## PART XI. AMENDMENTS

The foregoing instructions, in whole or in part, shall be subject to such modifications, amendments, and additions as may from time to time be issued or approved by the Secretary of Agriculture.